

MEMORANDUM

TO: Regional Directors

FROM: John M. Daniel, Jr. P.E., DEE
Director, Division of Air Program Coordination

SUBJECT: Memo Number 02-1002. Confidentiality Policy

DATE: March 29, 2002

Copies: Bob Burnley
Air Permit Managers
Air Compliance Managers

Attached is the new Confidentiality Policy developed for the purpose of improving the manner in which we handle confidential data determinations in the permitting process. The policy covers the following topics:

- submitting permit applications containing confidential information, including recommended format of showings
- evaluating permit applications containing information claimed to be confidential information
- responding to FOIA requests involving air permitting records
- evaluating information requested under FOIA for confidential information

This is the first part of 2 separate guidance documents on this subject. The follow-up to this policy will address developing practically enforceable conditions associated with confidential information.

The attached policy is intended to be included in the Minor NSR permitting manual as Appendix MM (latest revision November, 2001). Please place a copy of this policy in any hard copies of the manual used in your respective regions. The copy of the NSR manual on K:\agency\Air_Permitting has been updated effective the above date. If you have any questions regarding the attached policy please contact Chuck Turner at (804) 698-4023.

JMD/CLT/ec
Attachment

